Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8203	LSO Training Employee Self Service Learner	Revised Date: 05/02/2017
		Version: 3

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Magic Portal Logon Information

The website address used to access MAGIC is: https://portal.magic.ms.gov/irj/portal.
Note: If you have difficulty with viewing the training course, please review *MAGIC Technical Requirements* on the MMRS website for compatibility issues*.*

If you have problems with your password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security) Sub-option 1 (MAGIC).


Once you log into MAGIC the following screen will appear.
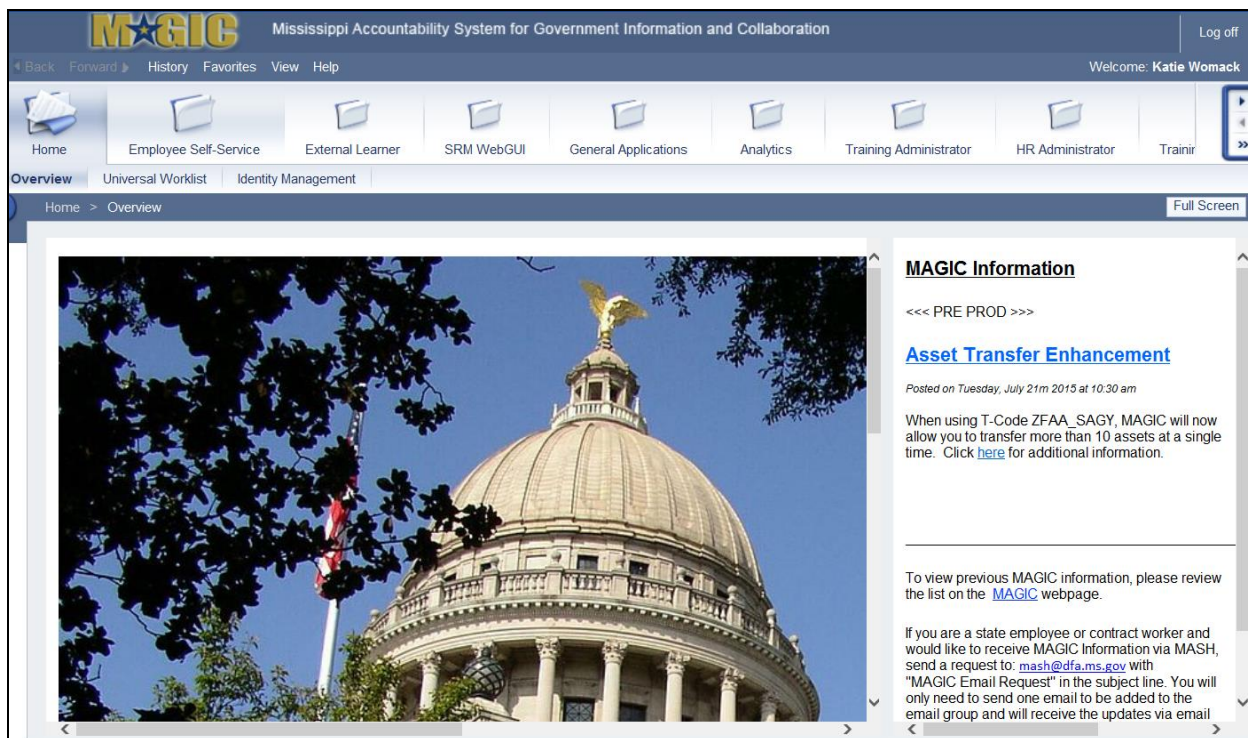
Learning Solution (LSO) is an internet-based training management system. It is used for the scheduling of instructor-led and online courses, student self-enrollment, enrollment approvals, and tracking of course completions.

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	The following screen will appear.
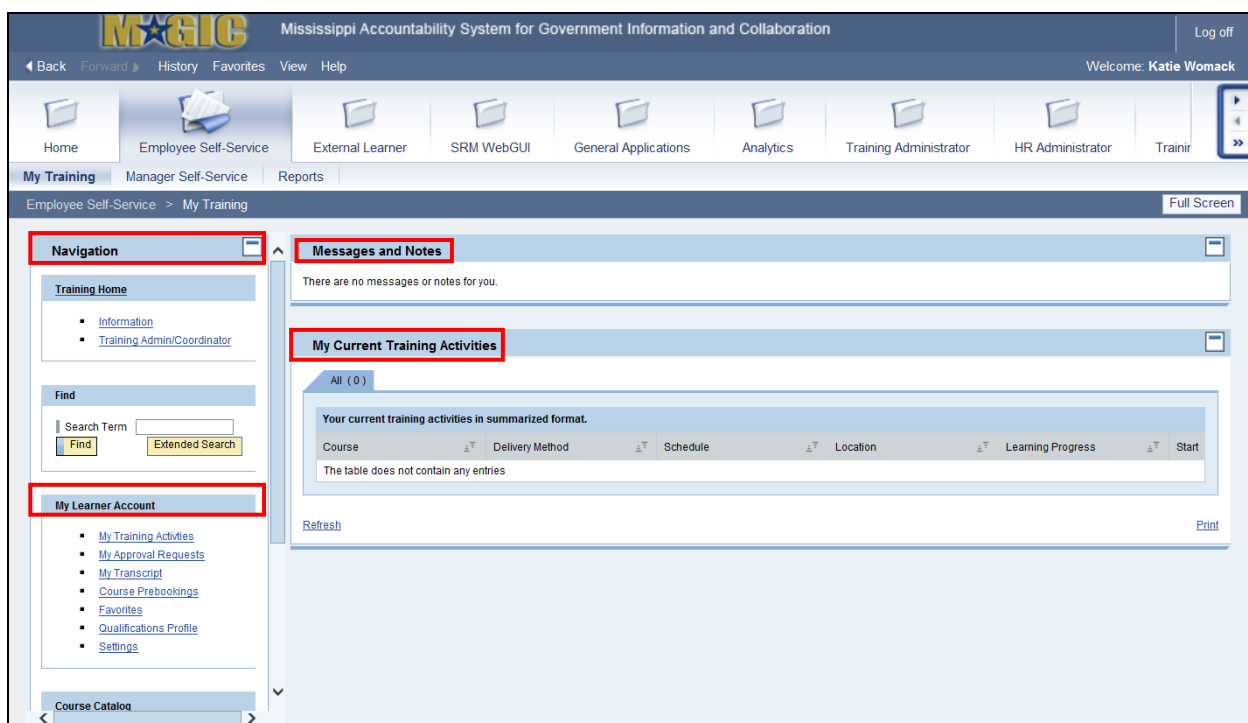
If you have messages - they will be available on the first screen of the Employee Self Service tab under **Messages and Notes**.

If you have any courses scheduled, they will appear under the **My Current Training Activities**.

On the left side you will see your **Navigation** choices, which includes the **My Learner Account**. It is here that you will be able to view your training activities, approval requests, transcript, prebookings, and qualifications.
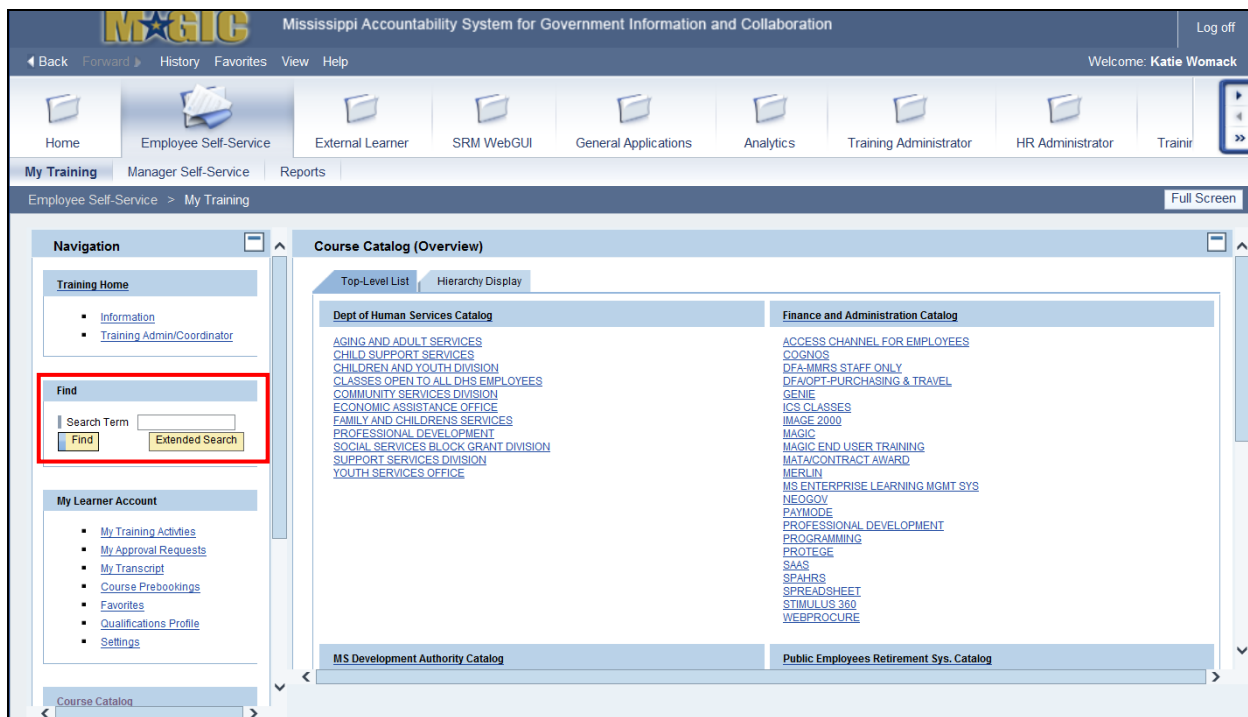
Booking a Course

Depending how a course is set up by the agency training administrator, you may be able to self-enroll, or "**book**" the course. If the course is designated as self-enroll, use the following steps:

NOTE: Participants can only sign up for one occurrence of a course; they cannot choose several occurrences at the same time.

Your Action…	System Response…
2. Select the **Employee Self Service** tab.	The following screen will appear.
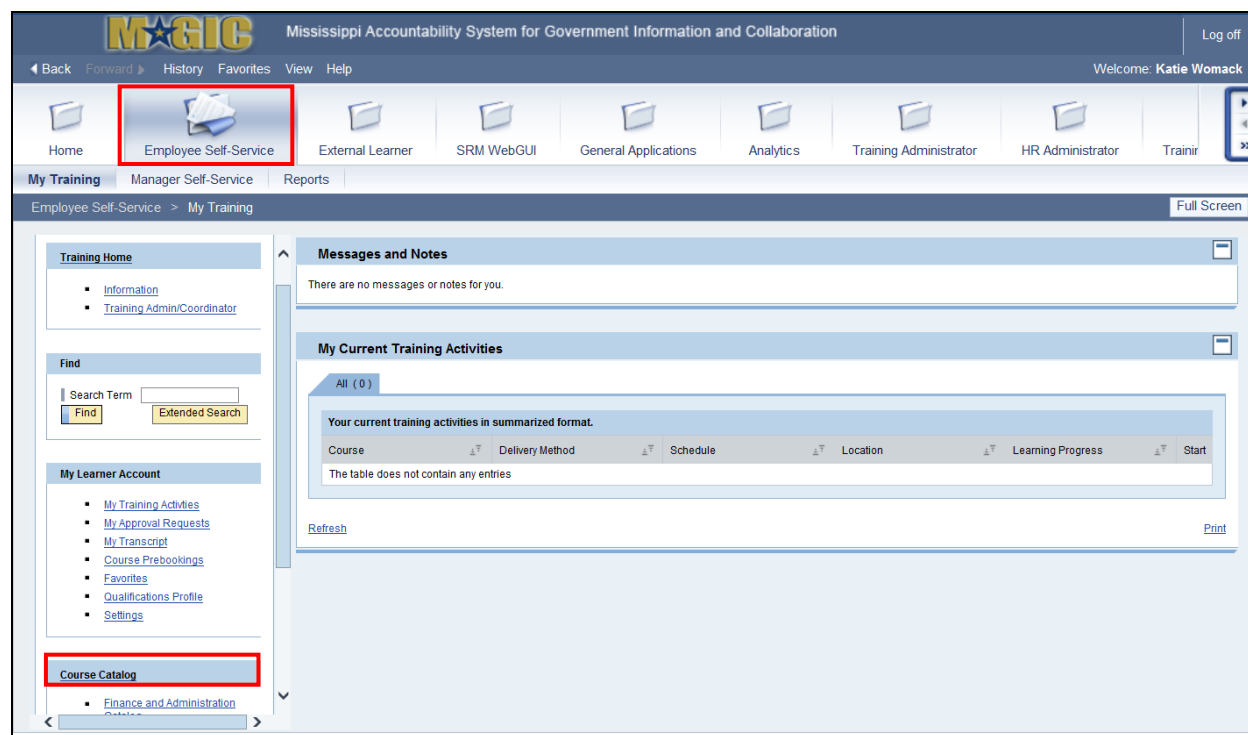
Your Action…	System Response…
3. Select the **Course Catalog** tab.	The Course Catalog (Overview) will appear.

Your Action…	System Response…
4. Search for the course using the find tool by typing in the course title or keyword in the **Search Term** field. **Helpful Hint:** Try to be as specific as possible when entering your search term. The course title or partial course title will work best. It will narrow your search results.	
5. Select **Find**.	The search results will be displayed.

Your Action…	System Response…
6. Select the course title link.	The course page will appear with detailed information about the course.

Your Action…	System Response…
7. Scroll to the bottom of the course page. **Helpful Hint:** If there are not any courses scheduled or if the scheduled dates are not convenient, you can express interest in attending the course in the future by selecting the prebook link. You will be notified in your messages and notes section when courses are scheduled.	Details for the scheduled sessions will be displayed.
8. Select the **To Registration** line associated with the date and time you would like to attend. **Helpful Hint**: Some courses require manager or administrator approval. You will have different options for booking based on approval or not approval required.	The details for the date and time you selected will appear.

Your Action…	System Response…
9. Scroll to the bottom of the page to the **Book** section and select **Book this Course** or **Request Participation**, depending on whether the course requires approval or not.	The **Do you want to book this course?** or, **Do you want to request participation in this course?** popup window will appear.

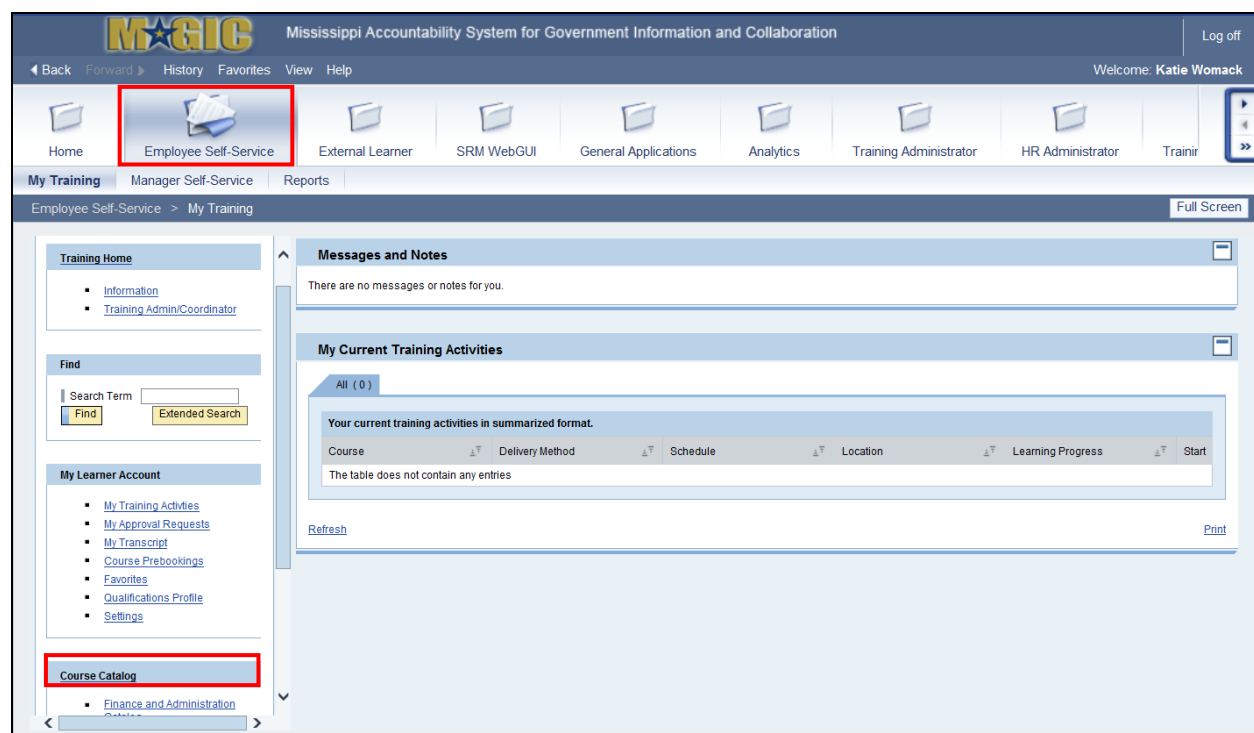| Your Action…	System Response…
10. Select **OK**.	**Participation was successfully booked** message appears at the top of the page for courses that do not require approval. OR, **The participation request was submitted** message appears at the top of the page for courses that require approval.

Both types of bookings will appear in your **My Training Activities** section. For courses requiring approval, "**Participation Requested**" will appear in parentheses until the course is approved. You will receive an email notification confirming this transaction.
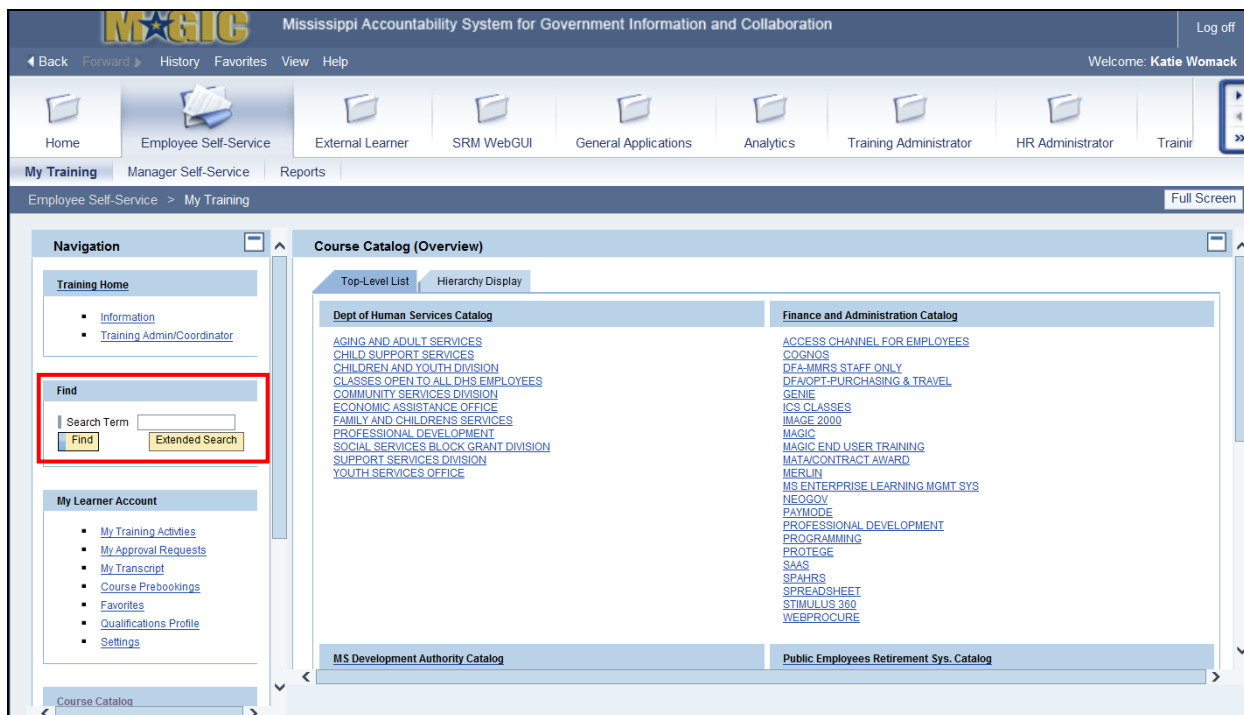
Book and Launch Online Courses

Book Online Courses

Self-booking a web-based online course is very similar to booking a classroom course.

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	The following screen will appear.

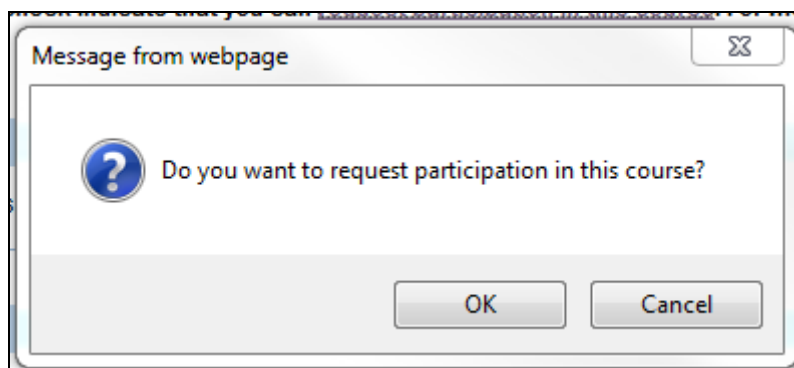| Your Action…	System Response…
2. Select the **Course Catalog** tab.	The Course Catalog (Overview) screen will appear.

Your Action…	System Response…
3. Search for the course using the find tool by typing in the course title or keyword in the **Search Term** field. **Helpful Hint:** Try to be as specific as possible when entering your search term. The course title or partial course title will work best. This will narrow your search results.	
4. Select **Find**.	The search results will be displayed.
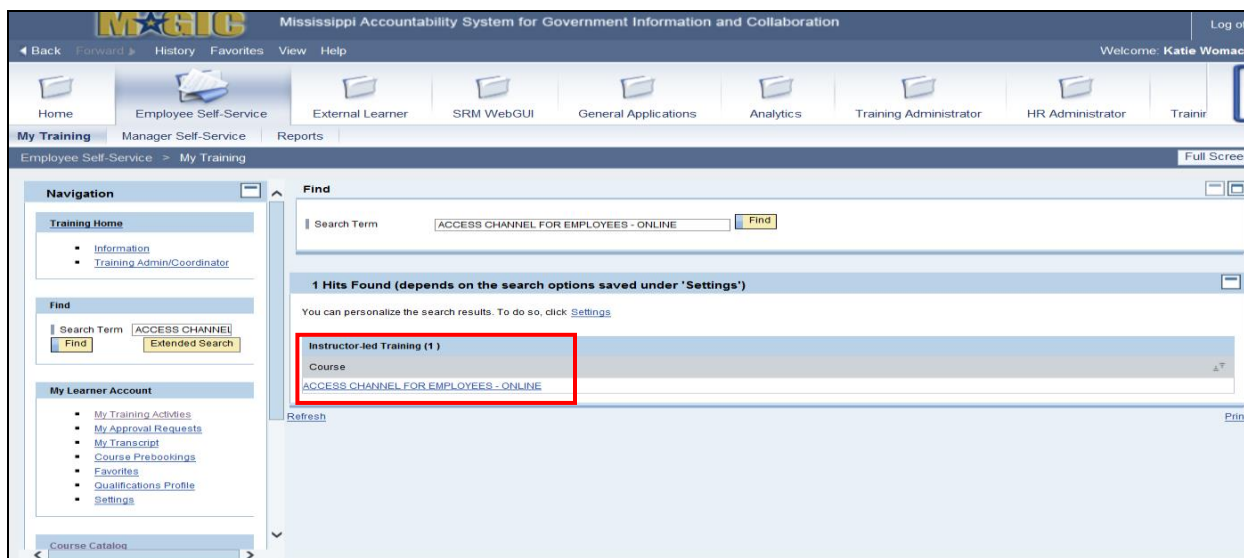
Your Action…	System Response…
5. Select the course title link.	The course page will appear with detailed information about the course.

Your Action…	System Response…
6. Select the **request participation in this course** link.	The "**Do you want to request participation in this Course?"** window will appear.

Your Action…	System Response…
7. Select the **OK**.	"You have submitted a participation request for this course" message will appear at the top of the page. Participation Requested will appear in parentheses until the course is approved. You will receive an email notification confirming this transaction.

Launch On-line Courses

For courses requiring approval, "**Participation Requested**" will appear in parentheses until the course is approved. You will receive an email notification confirming this transaction.

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	
2. Select **My Training Activities** tab.	My Current Training Activities screen will appear.

Your Action…	System Response…
3. Select the course title link.	The course details page appears.
4. Select the **Start Now**.	The following screen will appear.
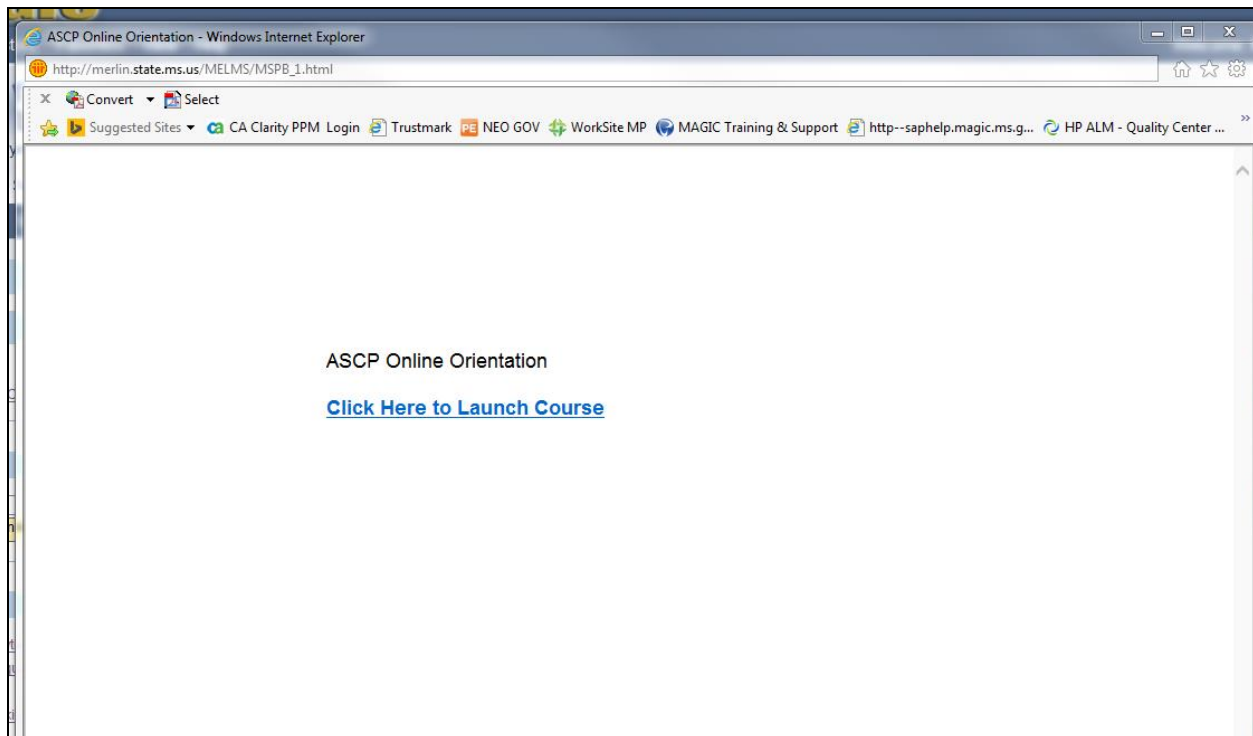
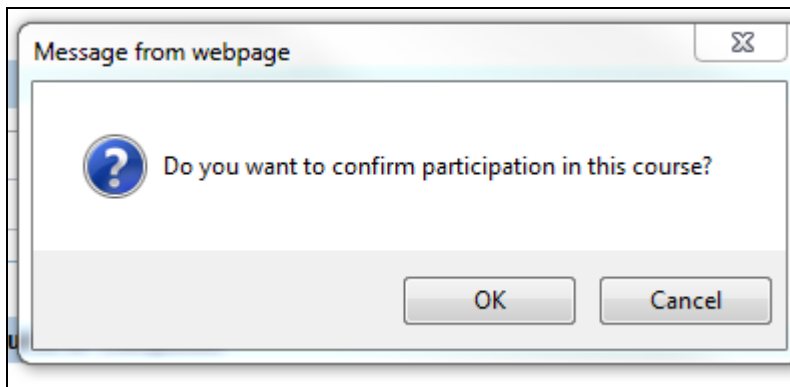| Your Action…	System Response…
5. Select the **Click Here to Launch Course** link.	The class will begin.

Set Course to "Completed"

You can view your progress for a specific web-based training on the course details page. Once you complete the course you must mark the course as completed.

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	
2. Select **My Training Activities** tab.	My Current Training Activities screen will appear.
3. Select the course title link.	The following screen will appear.

Your Action…	System Response…
4. Select the **Confirm Participation/Set Course to 'Completed'** link.	The "Do you want to confirm participation in this course?" window will appear.

Your Action…	System Response…
5. Select **OK.**	Your Participation in this course has been completed message will appear at the top of the page.

Helpful Hint: You can view your progress for a specific web-based training on the course details page. After finishing a course, you'll see "**The course was passed successfully, but it has not been set to completed**" in the Learning Progress section, Completion Status field. The course will be automatically set to "**completed**" within 24 hours

Canceling a Booked Course

Depending how a course is set up by the sponsoring Agency's Training Administrator, you may be able to self-unenroll, or "**cancel**," the course. If the course is designated as self-unenroll, use the following steps to cancel.

You cannot cancel courses awaiting approval, indicated by "**Participation Requested**" in parentheses under the course title link. You can only request cancellation after they have been approved, and the "**Participation Requested**" has been removed.

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	
2. Select **My Training Activities** tab	
3. Select the course title link.	The course details page appears.
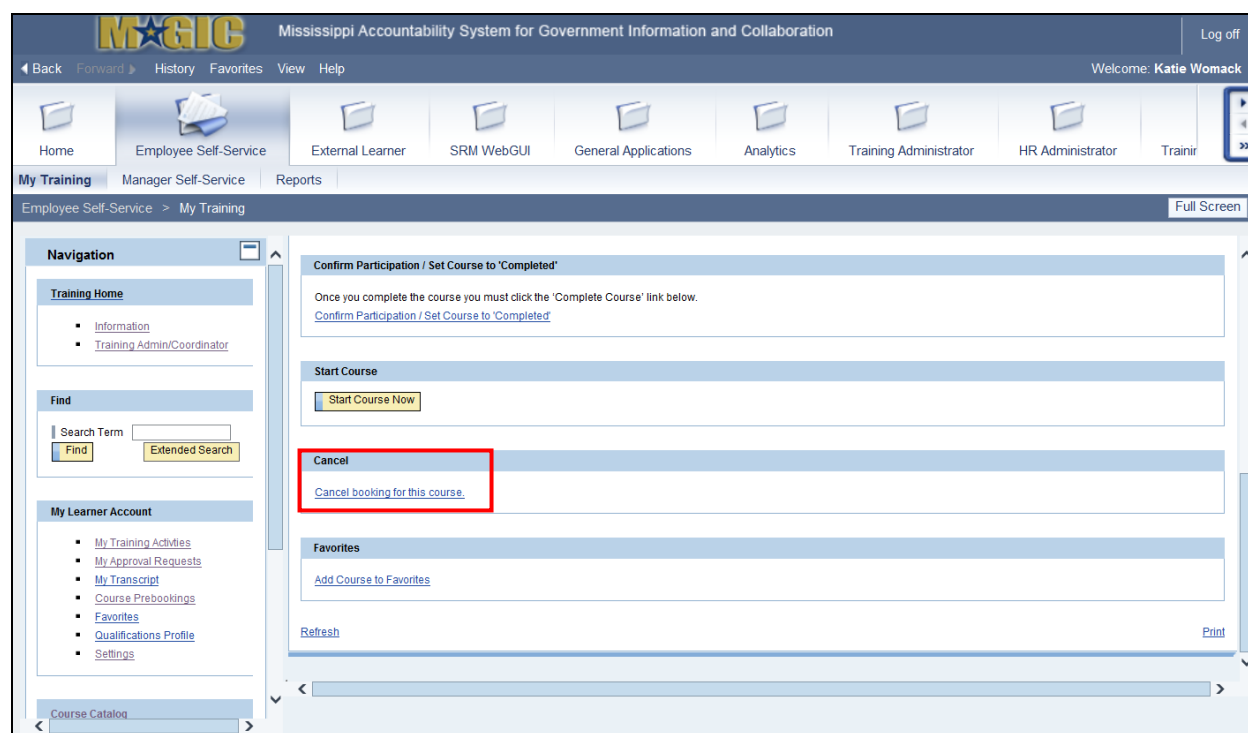
Your Action…	System Response…
4. Select the **Cancel Booking for this course** link.	The **Do you want to cancel course participation?** window will appear.
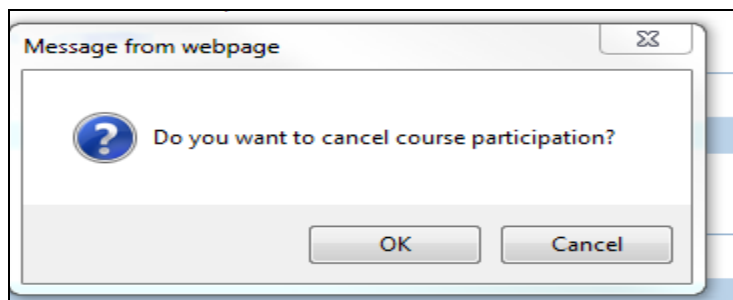
Your Action…	System Response…
5. Select **OK**.	**Your booking was canceled** message will appear at the top of the page and the course is removed from My Training Activities section.

Prebooking a Course

Prebooking can be used if there are not any courses scheduled or if the scheduled dates are not convenient. Prebooking is expressing interest in attending a course at a later date.

You are not automatically booked into courses that you have prebooked. You must still go through the booking procedure to reserve a spot in the course you wish to attend. Courses that meet your prebooking criteria will appear in your **Messages and Notes** section when they are scheduled. You can book yourself in those courses at that time by selecting the course title or date link for the session you wish to attend and following the standard booking procedure. Only one prebooking may exist for a given course in a specified time period. Your prebook list will reflect the most recent data entered.

NOTE: Participants can only sign up for one occurrence of a course; they cannot choose several occurrences of the same course at the same time.

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	
2. Select the **Course Catalog** tab	

Your Action…	System Response…
3. Search for the course using the find tool by typing in the course title or keyword in the **Search Term** field. __Helpful Hint:__ Try to be as specific as possible when entering your search term. The course title or partial course title works best. This will narrow your search results.	
4. Select **Find**.	The search results will be displayed.

Your Action…	System Response…
5. Select the course title link.	The course page will appear with detailed information about the course.

Your Action…	System Response…
6. Scroll down to the Course Dates section and select the "**Prebook**" link.	The Prebook page appears.

Your Action…	System Response…
7. Select a date range for the time period in which you would like to participate.	
8. Select the "**Select Location**" button to choose a specific location where you would like to attend. **NOTE:** The Location field default is set to **No Restrictions** if you would like to be notified about all available courses, regardless of location.	The "**Select Location**" pop-up window appears.
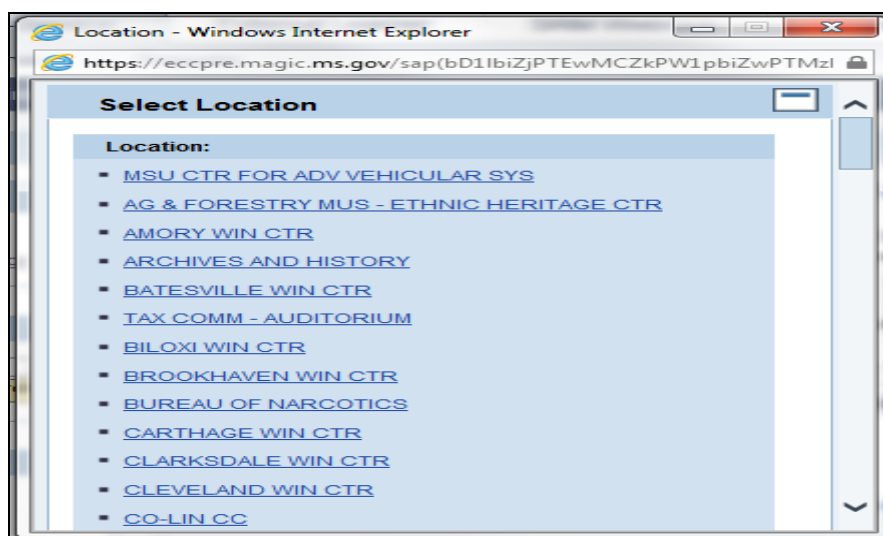
Your Action…	System Response…
9. Select the Location link.	The location field will be populated.
10. Select **Prebook**.	Your prebookings have been updated message appears at the top of the page.

Cancel Course Prebooking

Your Action…	System Response…
1. **Select the Employee Self Service** tab**.**	The following screen will appear.

Your Action…	System Response…
2. Select the **Course Prebookings** link in the My Learner Account section.	My Course Prebookings screen will appear.

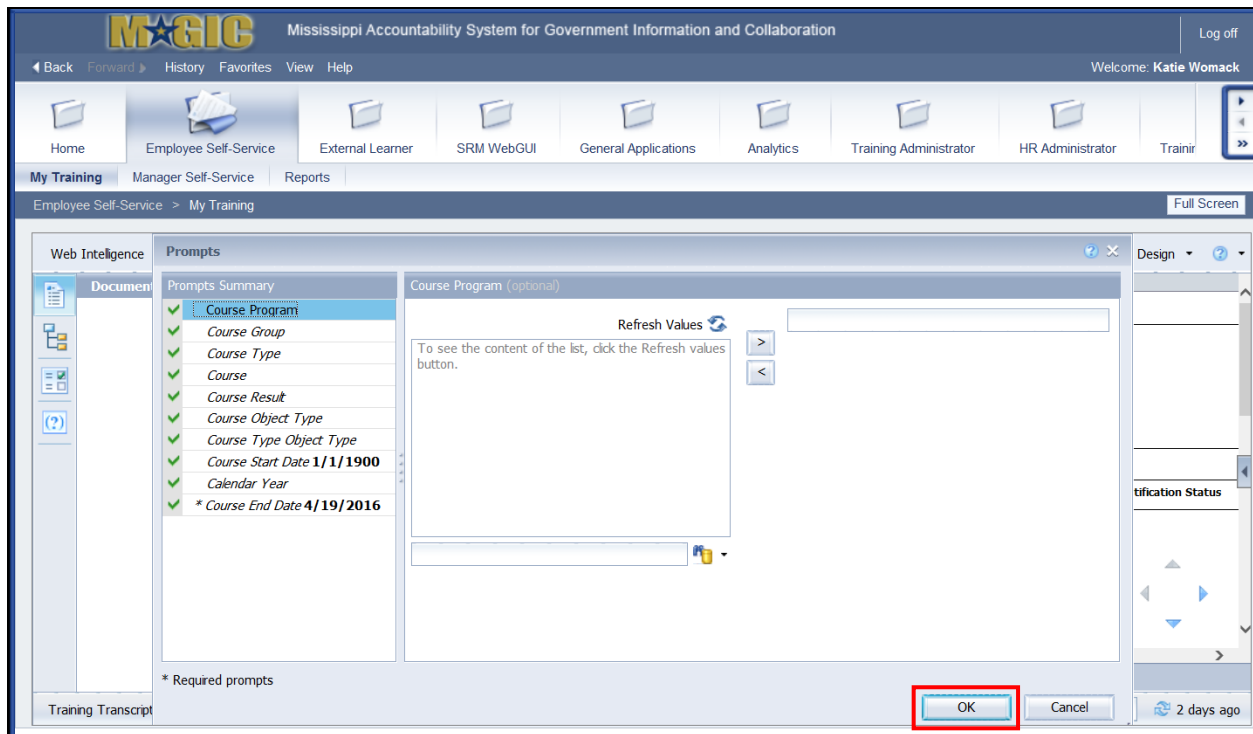| Your Action…	System Response…
3. Select the ▫ next to the cousres being cancelled.	The ▫ will turn orange when selected.
4. Select **Cancel Prebookings**.	**Your prebooking was canceled** message will appear at the top of the page and your list of current prebookings is updated.

Course Transcript

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	

Your Action…	System Response…
2. Select the **My Transcript** link under the My Learner Account.	A prompt screen will appear.

Your Action…	System Response…
3. Select the **OK**.	Your transcript will appear in a separate window.
4. Select the printer icon 🖨 in the left corner to print.	If the toolbar containing the printer icon is missing, press the F8 key to restore the toolbar at the top of the window.

Qualification Profile

Qualifications within LSO represent skills or competencies relevant to your job that you have acquired through completing certain training courses. Qualifications are assigned to courses at the discretion of your agency training officer, and have a proficiency level and "**valid to**" date. Qualifications are a convenient way to track and maintain certain requirements for your job, especially certifications and licenses.

To view qualifications you have acquired through training:

Your Action…	System Response…
1. Select the **Employee Self Service** tab.	

Your Action…	System Response…
2. Select the **Qualifications Profile** link under the My Learner Account.	The "My Qualifications" screen will appear.